Department of State
Bureau of Educational and Cultural Affairs (ECA) Notice of Funding Opportunity
(NOFO): FY 2022 Ngawang Choephel Fellows Program
Announcement Type: New Grant Agreement
Funding Opportunity Number: SFOP0008789
Assistance Listing (formerly CFDA) Number: 19.415
Key Date/Application Deadline: May 27, 2022

Executive Summary:

The Global Leaders Division in the Office of Citizen Exchanges at the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) is seeking proposal submissions for up to two grant agreements to design, implement, and oversee the FY 2022 Ngawang Choephel Fellows Program. Launched in 1997, the Ngawang Choephel Fellows Program is a two-way economic empowerment program designed to promote mutual understanding, enhance leadership and professional skills, and build lasting partnerships between, and amongst, mid-level leaders from Tibetan communities in China and the United States. The defining element of the program is a minimum four-week U.S.-based exchange which will provide Fellows with opportunities to discuss and share best practices for initiating and supporting inclusive and sustainable community and/or organizational initiatives.

The award recipient(s) will be responsible for planning and administering all components of the Ngawang Choephel Fellows Program. The non-U.S. Fellow component will feature a series of virtual engagement opportunities leading-up to a minimum four-week U.S.-based exchange. This component will consist of professional and leadership development activities which may include, but shall not be limited to: trainings, workshops, site visits, job shadowing, team building exercises, panel discussions, case studies, resource-sharing, and networking events. The U.S. Fellows component will enable U.S. professionals, who engaged with the non-U.S. Fellows during the course of their program, to travel to China for approximately two weeks to assist the non-U.S. Fellows' follow-on plans and conduct alumni engagement activities.

ECA intends to issue up to two grant awards, each for approximately $375,000, to support costs required to implement this program. Pending successful implementation of this program and the availability of funds in subsequent fiscal years, ECA intends to renew the grant award(s) for two additional consecutive fiscal years before openly competing it again. ECA anticipates each grant award will support a minimum of 15 non-U.S. Fellows and 5 U.S. Fellows. For additional details on awards, please see Section B. "Federal Award Information" below.

Only *one* proposal will be considered by ECA from each applicant organization. In cases where more than one submission from an applicant appears in grants.gov, ECA will *only* consider the submission made closest in time to the NOFO deadline; that submission would constitute the one and only proposal ECA would review from that applicant.

Eligible applicants must have experience supporting exchanges in China within the past five years.

ECA reserves the right to modify the composition of the final award(s) and funding level(s) based upon the quality of proposals submitted, the availability of funds, and other factors impacting long-term foreign policy objectives.

A. Program Description:

Overall grant making authority for this program is contained in the Mutual Educational and Cultural Exchange Act of 1961, Public Law 87-256, as amended, also known as the Fulbright-Hays Act. The purpose of the Act is "to enable the Government of the United States to increase mutual understanding between the people of the United States and the people of other countries...; to strengthen the ties which unite us with other nations by demonstrating the educational and cultural interests, developments, and achievements of the people of the United States and other nations...and thus to assist in the development of friendly, sympathetic and peaceful relations between the United States and the other countries of the world." The funding authority for the program above is provided through legislation.

The Ngawang Choephel Fellows Program supports the following broad goals:

1. Promote mutual understanding and lasting partnerships between, and amongst, professionals from Tibetan communities in China and the United States;
2. Strengthen the professional and leadership skills of the Fellows so they can achieve success, grow their organizations in size and impact, and lead positive change in their workplaces and communities;
3. Provide opportunities for the Fellows to collaborate and share ideas, approaches, and strategies for addressing pressing challenges;
4. Assist the Fellows in identifying new resources, networks, and support for their businesses or organizations:
5. Build a network of like-minded Tibetan and U.S. professionals who recognize the role of preserving cultural traditions and environmental resources within the context of economic development.

With a focus on the theme of economic empowerment, the FY 2022 Ngawang Choephel Fellows Program offers Tibetans living in the Tibet Autonomous Region, Tibetans living in other Tibetan areas of China, and Americans opportunities to share best practices, enhance their professional and leadership skills, and generate new community and/or organizational initiatives.

Proposals should focus on supporting private and/or public sector professionals within Tibetan communities in China involved with business and community development (such as business and/or workforce development trainers, ecotourism operators, entrepreneurs, public health and/or social service practitioners, small and medium business managers and/or owners, NGO managers, social entrepreneurs) and/or professionals working in environmental sustainability (such as agricultural operators, community planners, foresters, natural and/or energy resource managers, park managers, pastoral nomads, soil and water conservationists, wildlife specialists).

Private and/or public sector professionals within Tibetan communities in China involved in cultural heritage (such as archeologists, architects, artisans, crafters, builders, designers, restorers, collection specialists, curators, conservators, librarians, historians, linguists) may also be considered for program participation in cases where there is a strong justification for cross-collaboration with professionals in the business and the environmental sustainability sectors and a direct correlation to the economic empowerment theme.

Proposals should focus on conditions that allow for and promote economic growth and increased participation in the global economy, as well as promote sustainable and inclusive community economic development.

Proposals may, for example, emphasize:
- starting or growing small and medium enterprises;
- leveraging cultural and/or environmental resources to promote economic activity;
- social and business innovation;
- community-based and educational training programs;
- global competency and employment readiness, transparency and accountability, the role of government and/or NGOs in spurring economic growth; or
- the economic empowerment of women, children, and minorities (to include indigenous peoples, persons with disabilities, and marginalized populations).

Proposals should provide participants with opportunities to: learn best practices in creating, growing, managing, and supporting successful organizations; incorporate technology into their organizational strategy; and utilize economic tools to enhance their organizations and/or communities.

Proposals should also pay special attention to concrete outcomes such as job creation, market readiness, small business growth, enhanced professional skills, and/or workforce participation.

Proposals must support two-way exchanges involving both non-U.S. Fellows and U.S. Fellows that should take place over an approximately two-year period. Proposals must also include alternate plans for exchange into their narrative in the event travel for some or all of the Fellows is not possible. Applicants should design alternate plans to maximize non-U.S. Fellows' engagement with American professionals. The alternate plans may include professional development activities in locations outside of the United States and/or China, and/or additional virtual programming activities (see D.11.. Virtual Exchange Component) so long as participant privacy is adequately addressed.

A1. Recipient Responsibilities:

The responsibilities of the recipient organization are as follows:
1. For non-U.S. Fellows, develop and implement a program that includes: a program launch, a virtual program component, an in-person or virtual pre-departure orientation

(PDO); a comprehensive arrival orientation; a substantive U.S.-based program intended to improve the Fellows' professional and leadership skills under the theme of economic empowerment; and support of cultural activities that promote direct engagement with Americans, such as meeting with student or community groups, meals with an American household, etc.;

2. For U.S. Fellows, develop and implement a program that builds on the non-U.S. Fellows program experience and includes: coordination with in-country representatives, non-U.S. Fellows and/or alumni; an in-person or virtual PDO; substantive American outbound activities which may include, but shall not be limited to site visits involving the non-U.S. Fellows and workshops; and a comprehensive arrival orientation;

3. Participate in monthly check-in meetings with ECA's Global Leaders Division;

4. For both non-U.S. and U.S. Fellows, arrange and cover the cost of all appropriate program-related travel such as transportation, lodging, and meals and incidental expenses, etc.;

5. Provide reasonable accommodation to individuals with disabilities who may be selected for participation in the program as a non-U.S. Fellow or as a U.S. Fellow;

6. Develop a comprehensive recruitment strategy for non-U.S. Fellows that includes one recruitment cycle, clearly delineates the participation selection criteria for the exchange program, and adheres to ECA's goals for a merit-based open competition;

7. Develop a comprehensive application review and selection process for Fellows that keeps the Global Leaders Division informed and able to provide input while the process is underway. The review and selection process should include virtual or in-person interviews for semi-finalists to ensure that all applicants selected as non-U.S. Fellows will be able to communicate effectively with each other and U.S. interlocutors;

8. Provide an orientation for U.S. interlocutors, host organizations and families that includes an overview of the non-U.S. Fellows' home country, relevant cross-cultural information, and a delineation of program roles and responsibilities;

9. Support the program monitoring and evaluation efforts, including the program performance monitoring plan;

10. Enroll non-U.S. Fellows and U.S. fellows in the Accident and Sickness Program for Exchanges (ASPE) for the duration of the program, issue health benefits identification cards, and adhere to the regulations as outlined in ASPE guidelines;

11. Develop a well-articulated plan to ensure the health, safety, and well-being of foreign and U.S. Fellows throughout the duration of the Ngawang Choephel Fellows Program;

12. Develop staff travel plans – which include itineraries and schedules of activities – for Global Leaders Division review and approval prior to making travel reservations (but no later than six weeks before the proposed departure date);

13. In collaboration with the Global Leaders Division, develop and update alternative programming plans in the event exchange travel between the United States and China is not possible;

14. Manage financial aspects of the program (including timely disbursement of Fellow stipends, housing allowances, accident and sickness benefits, hosting agreements, and other activity costs) and promptly report any irregularities in the budget or spending to the Global Leaders Division;

15. Respond fully and promptly to requests for program results and information from the Global Leaders Division; and
16. Ensure compliance with the terms of the Grant, including, but not limited to, submitting timely financial and program reports and proper budget oversight.

A.2. Participants
"Program participants," referred to as "Fellows" in this program, are defined as those individuals who travel under award funding from their country of origin to a designated exchange country. **Employees, employees of sub-award recipients, consultants, and contractors of the award recipient(s) are not eligible to participate in the Ngawang Choephel Fellows Program and cannot be included as program participants.**

Non-U.S. Fellows should be selected through a merit-based, competitive process in consultation with ECA and the Public Diplomacy Section (PDS) in Beijing. Non-U.S. Fellows should represent the business, sustainable development, and/or cultural heritage sectors as described in Section A. Non-U.S. Fellows should be professionals, 25 to 40 years old at the time of participation in the program, who, at a minimum, are currently employed and have two or more years of relevant professional work experience. Non-U.S. Fellows must be self-directed, able to work effectively in a cross-cultural setting and have demonstrated leadership abilities. Non-U.S. Fellows should also be interested in developing an individual "follow-on" project of their own selection in their home workplace or community. U.S. Fellows should have demonstrated expertise to enhance the proposed program model, contribute to the program goals, and have substantive engagement with the non-U.S. Fellows during their U.S.-based exchange. **U.S. Fellows must be U.S. citizens.**

A.3. Partner Organizations
Grant applicants must identify the U.S.-based and foreign-based organizations and individuals with whom they propose to collaborate and describe previous cooperative activities, if any. ECA reserves the right to approve U.S.-based and foreign-based organizations, consultants, and contractors involved with the program.

A.4. Program Activities
Successful grant applicants must fully demonstrate the capacity to provide the following program activities:

A.4a. Recruit Participants
The grant recipient(s) will recruit and select qualified professionals from throughout the Tibet Autonomous Region, or the other Tibetan areas of China, and the United States. The recipient(s) should select Fellows, with the approval of ECA and the Public Diplomacy Section (PDS) in Beijing through a merit-based, competitive process. Unless the grant recipient(s) has their own representative in China, they should designate an in-country or regional partner organization to coordinate participant screening, selection, and orientation prior to the non-U.S. Fellows' departure for the United States. While ECA and the Public Affairs Section should be informed

of — and where possible, involved in — participant selection, full responsibility for project coordination and implementation lies with the recipient(s).

A.4b. Virtual Program Launch

The grant recipient(s) will be responsible for conducting a virtual program launch session with the non-U.S. Fellows. The program launch session must include an overview of program goals and expectations as well as the program schedule. The launch session should provide an opportunity for the Fellows to network and participate in team building exercise.

In-person option: The grant recipient(s) may exercise an option to conduct the launch session in-person in China and integrate some of the activities typically supported through the Virtual Program Component for non-U.S. Fellows (See A.4.c.). If the grant recipient(s) exercise this option, the in-person launch session should span a minimum of three days in duration.

A.4c. Virtual Program Component for non-U.S. Fellows

The grant recipient(s) will be responsible for conducting a 12-week virtual program designed to introduce to non-U.S. Fellows to key thematic concepts and provide the non-U.S. Fellows with opportunities for professional and leadership skills development. The virtual program component should consist of a minimum of 18 hours of synchronous and/or asynchronous activities.

Special note: In the event grant recipient(s) opt to conduct an in-person program launch, the virtual program component for non-U.S. Fellows may be condensed to a minimum of six-weeks, consisting of a minimum of nine hours of synchronous and/or asynchronous activities.

A.4d. Pre-departure and U.S. Arrival Orientations

The grant recipient(s) will be responsible for conducting pre-departure orientations for both non-U.S. Fellows and U.S. Fellows prior to their departure from their home countries. Topics should include an overview of travel and logistics, airport arrival information, and visa regulations. A review of the program schedule and discussion of cultural norms should also be included. The pre-departure orientations may be conducted virtually. A comprehensive orientation for non-U.S. Fellows upon their arrival in the United States is also highly recommended. The orientation should provide not only further information on the in-person program schedule and logistics, but also cover life in the United States, such as information on the local community, cross-cultural issues, U.S.-focused professional standards of conduct, etc. The grant recipient(s) should review project goals, performance measurements, and participant expectations and responsibilities.

A.4e. In-Person Components

The in-person programming component for the non-U.S. Fellows should be a minimum of four-weeks in duration, while the in-person component for the U.S. Fellows should be approximately two weeks in duration. The in-person component for the non-U.S. Fellows should offer practical information and experiential learning opportunities that will help the non-U.S. Fellows more effectively address issues related to economic empowerment in their communities. The grant recipient(s) should expose the non-U.S. Fellows to professional practices and environments

through job shadowing, workshops, site visits, and other activities designed to provide an in-depth review of how relevant organizations and industries operate in the United States. Specific areas of focus may be, but shall not be limited to, developing a business plan, marketing, managing growth, social entrepreneurship, organizational leadership, networking and coalition building, working with and lobbying elected officials, media and public relations strategies, fund-raising, volunteerism, mediating conflict, financial management, and budget development. Building mutual understanding through shared social and cultural experiences with a wide variety of Americans is important. The grant recipient(s) must support cultural activities during the in-person components, which may include, but shall not be limited to, participation in community events, home hospitality dinners, and limited homestays. The U.S. Fellows' exchange component should be at the same level of detail as that for the non-U.S. Fellows and should enhance participant understanding of Tibetan professional, cultural, and social norms. The grant recipient(s) should integrate the Bureau's policy on *Support of Diversity* into all aspects of the project including, but not limited to, participant selection, program materials, and training methodology. Applicants should make a special effort to recruit and include women and persons with disabilities in the exchange program and introduce the non-U.S. Fellows to different U.S. communities. Please refer to guidance in the Proposal Submission Instructions (PSI) under "Diversity, Freedom and Democracy Guidelines" and to item 18 on Reasonable Accommodations under Section D.12.a.

Special note: The proposal must include an addendum describing how the grant applicant(s) will pivot the in-person components to an all-virtual program in the event in-person travel is not possible for some or all of the Fellows. In lieu of in-person activities, the grant recipient(s) should support a minimum of 16 hours of additional synchronous and asynchronous virtual activities. In the event some non-U.S. Fellows are unable to travel to the United States, the grant recipient(s) should support simultaneous virtual and in-person programming activities.

A.4f. Visas and International Travel
The proposal must address the grant applicant's willingness to comply with all Federal travel regulations regarding the use of U.S. government funds including the Fly America Act and the applicant's willingness to work with ECA and U.S. Embassies overseas to procure U.S. visas for the foreign participants. The grant recipient will also need to facilitate the procurement of visas for U.S. staff representatives and participants traveling overseas. Note: All non-U.S. Fellows must travel on a J-1 visa issued by the U.S. Embassy in Beijing or other U.S. Consulates in China.

A.4g. D.C.-based and Re-entry Meetings
The proposal should include plans for an informal meeting near the conclusion of the U.S.-based program component in Washington, D.C. and a re-entry seminar or "debrief" for all returning non-U.S. Fellows. If possible, the dates of in-person meetings should coincide with the non-U.S. Fellows' travel schedules to ensure good stewardship of Federal funds. The debriefs should be interactive in nature with a special emphasis on creating a forum for the non-U.S. Fellows to share their reflections and observations of their overall program experience and discuss next steps for follow-on projects, the U.S. Fellows program, and/or alumni engagement. As

appropriate and possible, grant recipient(s) are also encouraged to organize a "debrief" or meeting to allow U.S. Fellows to discuss their program experiences with the Public Diplomacy Staff at the U.S. Embassy. The debrief meetings may be conducted virtually.

A.4.h. Post-Fellowship Engagement and Alumni Programming
The grant recipient(s) will develop enhancement activities that reinforce project goals after the Tibetan Fellows return to their home country. This effort may include in-country follow-on workshops, small grants competitions, professional coaching, outreach to and engagement with the broader alumni community, and support to deepen ties with Fellowship placement organizations. Competitive proposals will exercise creativity in the conceptualization of the follow-on component and its support for the broader program goals.

The tracking of alumni is crucial for the evaluation of the program and for the implementation of follow-on programs. The proposal must provide a clear plan for alumni tracking and cite how it will be coordinated with ECA and the PDS. All statistical information gathered and compiled by the grant recipient(s) on the participants should be transferable to the database maintained at ECA. The grant recipient(s) will be required to provide quarterly data submissions via electronic data transfer to the ECA database that are compatible with and meet ECA database standards. The grant recipient(s) will be expected to meet all statistical requirements including the submission of all grantee data for the Bureau's annual statistical report.

A.4.i. What to Include in Your Proposal
Proposals should consist of five main electronic files in addition to the required SF-424 forms: 1) an executive summary; 2) a proposal narrative; 3) attachments; 4) a budget; and 5) a budget narrative. All of the documents described below that can be submitted as attachments should be submitted in one document labelled, "Attachments" as opposed to submitting multiple documents as attachments.

Executive Summary
The Executive Summary should be one page in length and include: the project title, the theme, the goals of the project, the names of all sub-award recipient organizations, contractors, and consultants responsible for project implementation, the number of Fellows (both non-U.S. and U.S.), the number and approximate dates of proposed exchange activities, and the expected in-person locations. Proposals must also clearly state for each program component the number of days Fellows will spend on program activities excluding international travel days.

Proposal Narrative
In 20 double-spaced pages, the proposal narrative should address all items specifically referenced in this NOFO, in the Proposal Submission Instructions (PSI), and provide background information about the applicant, proposed sub-recipients, and proposed contractors. For each organization, the mission, the date of establishment, relevant expertise, past programmatic work, and ongoing programmatic work should be described. Previous awards from the Bureau since 2010 (especially those involving the exchange of young professionals), including both grants and cooperative agreements, should be listed by ECA's office (Citizen Exchanges, International

Visitors, Academic Exchanges, etc.), project name, countries, year, and amount. Proposals should describe previous collaboration with proposed partner organizations, as well as clearly delineate a division of responsibilities between all organizations that will be involved in the project.

Budget
For more budget information including specific allowable costs, refer to both Section D.12.a.. entitled "Allowable Costs," as well as the PSI. Proposals should describe how the award recipient will conduct budget oversight as it relates to project management. In addition, proposals must include a detailed budget narrative.

Special note: The proposed budget should support a scenario where all Fellows can embark on international travel. The proposed budget should, however, include budget lines that may be needed in the event some or all of the planned in-person activities pivot to a virtual format. Due to ongoing uncertainty with the ongoing global pandemic, the proposed budget should also include budget lines to support PPE supplies and COVID testing.

Attachments
The items below may be included as attachments:
- A Project Management Plan for the entire life of the project that lists, in table format, outputs (major tasks that will be implemented by the award recipient and partner organizations), dates, and the organization/staff responsible;
- Letters of commitment and/or letters of support from: 1) proposed subrecipient organizations (both U.S.-based and foreign-based); 2) proposed or past U.S. host organizations; and 3) preferably, from past exchange program participants;
- Resumes (no more than two pages in length) of proposed key staff at the applicant organization and all partner organizations that will be involved in the implementation of the project; and
- Draft program implementation materials such as program launch, virtual component, U.S.-based program and U.S. Fellow program schedules, the program announcement, the program application, the agenda for the pre-departure orientation and the arrival orientation, and materials on any other key program elements.
- Proposals should describe in detail the applicant organization's proposed plan for monitoring and evaluation. For further guidance, please see Section D.10. "Program Performance Monitoring and Evaluation."

B. Federal Award Information:
Type of Award: Grant Agreement
Fiscal Year Funds: 2022
Approximate Total Funding: $750,000
Approximate Number of Awards: 2 (two)
Approximate Average Award: $375,000

Floor of Award Range: $375,000
Ceiling of Award Range: $375,000
Anticipated Award Date: September 30, 2022
Anticipated Project Completion Date: December 31, 2024
Additional Information: Pending successful implementation of this program and the availability of funds in subsequent fiscal years, it is ECA's intent to renew this grant agreement for two additional, consecutive fiscal years, before openly competing it again.

The Department reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds.

C. Eligibility Information:

C.1.   Eligible applicants: U.S. public and private academic and cultural institutions, exchange-of-persons, and other not-for-profit organizations meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3) may submit applications for this competition. Applicants must have nonprofit status with the IRS at the time of application. Please see the Proposal Submission Instructions (PSI) for additional information.

All applicants must also have a Unique Entity Identifier (UEI) number and be registered in SAM.gov (see additional information about this requirement in D.3. and D.5. below).

C.2.   Other Eligibility Requirements: The following additional eligibility requirements apply to this NOFO announcement:

>   a.) ECA's grant guidelines require that organizations with less than four years of experience in conducting international exchanges be limited to $130,000 in ECA funding. ECA anticipates making two grant agreements, in an amount of $375,000 each, to support all costs required to implement this exchange program. Therefore, organizations with less than four years of experience in conducting international exchanges are ineligible to apply under this competition.

>   b.) All proposals must comply with the requirements stated in the NOFO, POGI (if applicable), and the Proposal Submission Instructions (PSI); non-compliance will result in your proposal being declared technically ineligible and given no further consideration in the review process.

>   c.) For this program, applicant organizations must have experience supporting exchange programs involving China within the past five years.

>   d.) Only *one* proposal will be considered by ECA from each applicant organization. In cases where more than one submission from an applicant appears in grants.gov, ECA will

only consider the submission made closest in time to the NOFO deadline; that submission would constitute the one and only proposal ECA would review from that applicant.

Please note: Applicant organizations are defined by their legal name, and EIN number as stated on their completed SF-424 and additional supporting documentation outlined in the Proposal Submission Instructions (PSI) document.

C.3.   Cost Sharing or Matching Funds: There is no minimum or maximum percentage of cost sharing required for this competition. However, ECA encourages applicants to provide maximum levels of cost sharing and funding in support of its programs. When cost sharing is offered, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its proposal and later included in an approved agreement. Cost sharing may be in the form of allowable direct or indirect costs. For accountability, you must maintain written records to support all costs which are claimed as your contribution, as well as costs to be paid by the Federal government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with the Office of Management and Budget's Guidance 2 CFR Parts 200 and 600, entitled the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. In the event you do not provide the minimum amount of cost sharing as stipulated in the approved budget, ECA's contribution may be reduced in like proportion.

D. Application and Submission Information:

Please read the complete announcement before sending inquiries or submitting proposals. Once the NOFO deadline has passed, ECA staff may not discuss this competition with applicants until the proposal review process has been completed.

D.1.   Solicitation Package Location: The entire Solicitation Package may be downloaded from the ECA's website at https://eca.state.gov/organizational-funding or from the Grants.gov website at https://www.grants.gov.

D.2.   Content and Form of Submission: Applicants must follow all instructions in the Solicitation Package, including the Proposal Submission Instruction (PSI) document, which consists of required application forms and standard guidelines for proposal preparation. The application should be submitted per the instructions under D.14. "Application Deadline and Method of Submission" section below.

D.3.   Unique Entity Identifier Number: You are required to have a Unique Entity Identifier (UEI) number to apply for a grant or cooperative agreement from the U.S. Government. This number is a nine-digit identification number, which uniquely identifies business entities. Obtaining a UEI number is easy and there is no charge. To obtain a UEI number, access http://www.dnb.com or call 1-866-705-5711. Please ensure that your UEI (Data Universal

Numbering System or DUNS) number is included in the appropriate box of the SF – 424 which is part of the formal application package. For more detailed instructions for obtaining a UEI (DUNS) number, refer to: https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html

D.4.   Required Proposal Elements: All proposals must contain an executive summary, proposal narrative, budget, and budget narrative.

D.5.   Required Registration with the System for Award Management (SAM): All federal award applicants must be registered in the System for Award Management (SAM) database in order to submit a proposal in response to an open competition on Grants.gov.

All federal award recipients must maintain a current registration in the SAM database. Recipients must maintain accurate and up-to-date information in www.SAM.gov until all program and financial activity and reporting is completed on any issued award. Recipients must review and update the information at least annually after the initial registration and more frequently if required information changes or another award is granted. There is no cost associated with registering or updating SAM.gov accounts. Failure to register in SAM.gov will render applicants ineligible to receive funding.

For more detailed instructions for registering with SAM, refer to: https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html

D.6.   Federal Awardee Performance & Integrity Information System (FAPIIS): Prior to making a Federal Assistance award over $250,000, the Federal agency is required to review and consider any information about the applicant that is in FAPIIS (see 41 U.S.C. 2313) and accessible through SAM.gov. If an Applicant is currently in FAPIIS, they can comment on any information about its organization that a Federal awarding agency previously entered. The Federal awarding agency will consider any comments by the applicant, in addition to the other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 2 CFR §200.205 Federal awarding agency review of risk posed by applicants.

D.7.   Required Registration with SAMS Domestic: All ECA award recipient organizations and recipient contacts and signatories must be registered with the U.S. Department of State's SAMS Domestic by accessing https://mygrants.servicenowservices.com and clicking the "create an account" link. SAMS Domestic is the U.S. Department of State's grants management system and is supported by the Department's Integrated Logistics Management System (ILMS). Recipient organizations and recipient contacts and signatories that have previously used SAMS Domestic as a U.S. Department of State award recipient do not need to register again. If the organization is not able to access the system, please contact the ILMS Help Desk for help in gaining access.

Support for Recipient Organizations and recipient contacts and signatories is available 24 hours, 7 days a week (except federal holidays), and can be reached at 1-888-313-ILMS (4567) or through the ILMS Self Service Portal at https://afsitsm.servicenowservices.com/ilms/.

In the event the ILMS Help Desk is unable to provide you with assistance in a timely manner, please contact ECA_SAMSDomestic@state.gov and copy the program officer associated with the solicitation.

Please take into consideration the following information when preparing your proposal narrative:

D.8.   Adherence To All Regulations Governing The J Visa: ECA places critically important emphases on the security and proper administration of the Exchange Visitor (J visa) Programs and adherence by award recipients and sponsors to all regulations governing the J visa. Therefore, proposals should demonstrate the applicant's capacity to meet all requirements governing the administration of the Exchange Visitor Programs as set forth in 22 CFR 62, including the oversight of Responsible Officers and Alternate Responsible Officers, screening and selection of program participants, provision of pre-arrival information and orientation to participants, monitoring of participants, proper maintenance and security of forms, record-keeping, reporting and other requirements.

ECA will be responsible for issuing DS-2019 forms to participants in this program.

A copy of the complete regulations governing the administration of Exchange Visitor (J) programs is available at http://j1visa.state.gov or from:

Office of Private Sector Exchange Designation
U.S. Department of State
SA-5, Floor C2, Room C2L13
2200 C Street, NW
Washington, DC 20522

Please refer to Solicitation Package for further information.

D.9.   Diversity, Equity and Inclusion (DEI) and Freedom and Democracy Guidelines:
Pursuant to ECA's authorizing legislation, "Diversity" should be interpreted in the broadest sense and encompass differences including race, color, national origin, sex, age, religion, geographic origin, socio-economic status, disability, sexual orientation or gender identity. Proposals should demonstrate how diversity, equity, and inclusion will enhance the program's goals and objectives and the participants' exchange experience. Proposals should demonstrate how the program will further engage diverse and underserved communities. Programs must maintain a non-political character and should be balanced and representative of the diversity of political, social and cultural life in the United States and abroad. Please refer to the "Support of Diversity, Equity, and Inclusion" review criterion of this document for more information on how this will be

reviewed as a part of any application. Please also refer to the "Diversity, Equity, and Inclusion" section in the "Proposal Submission Instructions" document for specific suggestions on incorporating DEI into the proposal.

Public Law 104-319 provides that "in carrying out programs of educational and cultural exchange in countries whose people do not fully enjoy freedom and democracy," ECA "shall take appropriate steps to provide opportunities for participation in such programs to human rights and democracy leaders of such countries." Public Law 106 - 113 requires that the governments of the countries described above do not have inappropriate influence in the selection process. Proposals should reflect advancement of these goals in their program contents, to the full extent deemed feasible.

D.10.   Program Performance Monitoring and Evaluation (M&E)
A performance monitoring framework is vital to tracking the performance and the direction, pace, and magnitude of change that result from ECA programs. This section pertains to performance monitoring in particular – as this type of monitoring is distinct from grants monitoring or other program monitoring discussed elsewhere in this solicitation. Performance monitoring is designed to assess progress against established goals and objectives across the Bureau and as established for each award.

The Bureau recommends the use of a Performance Monitoring Plan (PMP) to establish your performance monitoring plans for each award. The PMP is an important part of any proposal, as it outlines how the applicant plans to track progress towards the proposed program's goals and objectives through indicators and corresponding data collection questions. These corresponding data collection questions help ensure that the data is being collected in a uniform way across the entire Bureau.

For this proposal and the resulting cooperative agreement(s)/grant(s), the Bureau recommends the applicant include the programmatic objectives and indicators listed below:

- Objective 1: Advance participant and beneficiary cross-cultural competence and global perspective
  - Sub-Objective 1.1: Promote cultural exchanges and enhance understanding between participants and their host communities
    - E1.1.01: Percent of participants reporting that their exchange experience offered opportunities to engage with other cultures
    - E1.1.09: Percent of participants who traveled abroad for the first time because of their program
    - E1.1.10: Percent of foreign participants who traveled to the United States for the first time during their program
    - E1.1.11: Percent of American participants indicating a change in their understanding of their host country's culture and values

- E1.1.17: Percent of foreign participants with more favorable opinions of the American people
- E1.1.18: Percent of foreign participants indicating an increase in understanding of United States culture and values

- Objective 2: Increase the impact that participants and alumni have on their communities / countries
  - E2.0.01: Percent of foreign participants that volunteer in their host communities
  - E2.0.04: Number of hours that foreign participants spend volunteering in their host communities
  - o Sub-Objective 2.2: Foster participants' belief that civic engagement benefits communities/countries
    - E2.2.01: Percent of participants who have more confidence in their ability to have an impact in their home country

- Objective 3: Strengthen engagement among participants, alumni, beneficiaries, and institutions
  - E3.0.02: Percent of foreign participants who report increasing their network of Americans

- Objective 4: Strengthen personal, professional, and technical abilities and aptitudes of participants and beneficiaries
  - E4.0.01: Percent of participants reporting increases in their job skills as a result of their program participation
  - E4.0.03: Percent of participants reporting an increase in soft skills as a result of exchange program participation
  - E4.0.05: Percent of participants who report an increase in technical skills as a result of exchange program participation
  - o Sub-Objective 4.1: Participants engage in language, academic, professional, and cultural exchange programs
    - E4.1.01: Total number of participants
    - E4.1.02: Total number of program cohorts

- Objective 8: Enhance the quality and effectiveness of ECA programs by leveraging the Bureau's resources, policy, and stakeholder relationships
  - E8.0.03: Response rate for participant surveys

ECA recommends that applicants use the indicators listed in this section as the minimum requirement for measurement. Applicant-designed objectives and indicators that are specific to the proposed program and this proposal should be added as necessary to sufficiently measure the relevant proposed program outputs, outcomes, and impact over the course of the proposed period of performance

PMPs

Please see below for a sample PMP and accompanying instructions. While ECA recommends the applicant use the format provided, this is not a requirement. However, all content present

below should be included in any presentation of a PMP that the applicant submits. Successful PMPs should include the following:

- Programmatic objectives, which are statements of the condition(s) or state(s) the program is designed to achieve. Objectives are therefore bound by the resources and timeframe of the program and must be specific, measurable, attainable, relevant and time-bound (SMART). In addition to those outlined above, the applicant may propose other program objectives from the Functional Bureau Strategy, MODE Results Framework (both found here: https://eca.state.gov/about-bureau) or other applicant-designed program-specific objectives. For more information on SMART see the ECA MELI Unit's website: https://eca.state.gov/impact/eca-evaluation-division/capacity-building. ECA recommends the proposed PMPs include a minimum of one programmatic objective for each goal included in the PMP.
- Performance indicators are measures used to gauge progress toward programmatic objectives. Indicators should be as specific as possible (following the SMART principles) and include any proposed disaggregations.
    - In addition to those outlined above, the applicant may propose additional program-specific indicators in the PMP.
    - ECA recommends the proposed PMPs include a minimum of one indicator for each programmatic objective.
    - Baseline data (whether collected specifically for the program at the beginning of the award or from a previously existing source) for each indicator shall be included where relevant, as well as the target number to be achieved for each indicator.

The onus will be on the Bureau to measure outcomes of ECA participants at one-, three-, and five-years after their exchange has ended to capture the long-term impact of ECA programming. Award recipients are responsible for collecting indicator data on participant outcomes only during the period of performance of the exchange itself (see the PMP for guidelines as to when these data collection efforts should occur).

PROGRAM PERFORMANCE M&E NARRATIVE
ECA recommends that there be a narrative section within the program narrative sections of the proposal that outlines how the applicant intends to measure the indicators outlined in the PMP. This will be separate from the PMP and should include but not be limited to:

- An overview of resources available to the applicant that outline the applicant's team structure and responsibilities surrounding performance monitoring.
- The mechanism(s) through which surveys and other data collection tools (if applicable) will be administered, including: which platform will be used, how they will be advertised to participants and when – detailing strategies to ensure adequate survey response rates and reduce selection and non-response bias.
- A brief explanation of data analysis and reporting procedures.

- An overview of proposed learning plan and feedback loops to ensure that the GO/GOR are informed on performance monitoring issues at regular intervals.

RESULTS PERFORMANCE MONITORING REPORTING REQUIREMENTS
The State Assistance Management System Domestic (SAMS-D) is a database solution that serves as the official system of record for all U.S. Department of State and ECA awards. The Results Performance Monitoring (RPM) module within SAMS-D is an extension module that enables users to report performance monitoring data in the same system where they currently manage federal assistance actions. As part of ECA's efforts to streamline data collection and management, any recipients of this award will be required to input performance reporting data outlined in this solicitation into the SAMS-D RPM. The data stored in the SAMS-D RPM will provide ECA with a bureau-wide, uniform M&E reporting tool that is already linked with other elements of the awards and that existing awardees are familiar with. There is a one-time 3-hour required SAMS-D RPM module training that designated staff of award recipient organizations will need to attend to gain access to the system. Also as part of the reporting requirements, award recipients will also be required to provide ECA with the raw data for surveys in a CSV file through SAMS-D.

PERFORMANCE MONITORING PLAN

Applicant Name:	Example Organization
Fiscal Year and Program Title:	FY## Example Program
Funding Opportunity #:	SFOP000XXXX

Instructions: A performance monitoring plan (PMP) describes the proposed indicators to be captured that demonstrate progress toward achieving the objectives of the program. The table below includes the recommended programmatic objectives and indicators as indicated in the solicitation document. Within this table, please provide any additional applicant-designed objectives and indicators that are specific to the proposed program that measure the relevant outputs, outcomes, and impact over the course of the award's proposed period of performance. (Note: the placement of two rows for applicant-designed indicators is arbitrary – the applicant can add or delete rows as necessary).

While ECA recommends the applicant use the format provided, this is not a requirement. However, all content present below should be included in any presentation of a PMP that the applicant submits. Successful PMPs should include the following:

   Completion: All components of the PMP are included.

   Inclusion of ECA standard indicators: Includes the standardized ECA indicators pre-populated in the PMP template and listed in the solicitation without any adapting of the definitions, data sources, collection timelines and responsible entities.

   Baselines and targets: Baselines and targets are included and realistic. If there is no baseline to report, there should be a plan for how to obtain or produce the value in the future.

If the applicant chooses to include any ***applicant-designed objectives*** and indicators, successful applicants will include the following elements:

   SMART Objectives and Indicators: Objectives and Indicators should follow SMART principles (https://eca.state.gov/files/bureau/a_good_start_with_smart.pdf).

   Details of indicators: All basic information of the indicators (definition, data source and question, collection timeline and responsible entity) should be included. The definitions of the standardized ECA indicators should be used as examples of what to include and the format.

   Depth of indicators: Outcomes should be used where possible to demonstrate if a program is meeting its objectives. While outputs are important to understand if a program achieved what it was meant to do, outcomes demonstrate the larger effect of the program.

Indicator Structure: Ensures that the indicator does not measure multiple things (participants AND host families), does not start with a direction ("Increase" is a result, "Number of" is an indicator), and should reports numeric data ("good test results" is not an indicator)

Redundancy: There should be a clear and distinct reason for each indicator, and the indicator should not overlap with ECA standard indicators. Each indicator should be clearly linked to either an ECA standard objective or a custom objective.

Consistency with ECA Indicators: Key terms are defined the same way. Disaggregations align where appropriate, and calculations follow the same structure.

Definitions of PMP Columns

Performance Indicator: An observable or measurable characteristic that indicates the extent to which a program objective is being achieved. Specify if the indicator is an ECA standard indicator or a custom indicator.

Definition: Clarifies all terms necessary, provides details on how to calculate the data collected to measure the change expected, and includes any disaggregation (male/female; country; region; age; etc.) that needs to be reported for the indicator.

Baseline: The value of an indicator before the implementation of a program

Target: Specific, planned level of result to be achieved within an explicit timeframe

Data Source and Question: Specifies how the data will be obtained (such as a survey, observation, interview, etc.) and the **mandatory** question linked to the data collection.

When to Collect: Specifies when the indicator will be measured, for example: post-program, end of award, etc.
- A post-program collection should occur no earlier than before the participant departs the United States and no later than 6 weeks after an activity has ended
- Award recipients are responsible for collecting indicator data on participant outputs and outcomes during the period of performance of the exchange itself. Any anticipated data collection that occurs post-program should include specific details of when the data collection will occur. Note: The onus will be on the Bureau to measure outcomes of ECA participants at one-, three-, and five-years after their exchange has ended to capture the long-term impact of ECA programming.

Entity Responsible: Person or entity responsible for collecting the data

Performance Indicator	Definition	Baseline	Target	Data Source and Question	When to Collect	Entity Responsible
ECA Objective 1: Advance participant and beneficiary cross-cultural competence and global perspective						
ECA Sub-Objective 1.1: Promote cultural exchanges and enhance understanding between participants and their host communities						
E1.1.01: Percent of participants reporting that their exchange experience offered opportunities to engage with other cultures	<u>Participant</u> - A person who has directly participated in an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors." **Counting Frequency** Each respondent should only be counted once in the reporting year following their program completion. **Calculations** To calculate percentage, numerator will be number of respondents who answered "yes" while the denominator will be the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.	0	To be completed by the applicant	Survey (self-reported data) Do you agree with the following statement? My exchange program offered opportunities for making cultural connections and sharing. *For example: Conversations about each other's' countries, Attending cultural events, etc.* • Yes • No	Post-Program	Award recipient
E1.1.09: Percent of participants who traveled abroad for the first time because of their program	<u>Participant</u> - A person who has directly participated in an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors."	0	To be completed by the applicant	Survey (self-reported data) Before this exchange program, had you traveled outside of your home country? • Yes • No If YES:	Post-Program	Award recipient

Performance Indicator	Definition	Baseline	Target	Data Source and Question	When to Collect	Entity Responsible
	Abroad – A country outside of one's home country **Counting Frequency** Each respondent should only be counted once in the reporting year following their program completion. **Calculations** To calculate percentage, numerator will be number of respondents who answered "no" to the first question while the denominator will be the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.			Why did you travel outside of your home country? *Select all that apply.* • Tourism • Visit friends/family • Participation in another U.S. Department of State exchange program (including U.S. Embassy-sponsored exchanges) • Participation in a non-U.S. Department of State exchange • Study • Work • Other: _____ [write-in]		
E1.1.10: Percent of foreign participants who traveled to the United States for the first time during their program	Participant - A person who has directly participated in an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors." **Counting Frequency** Each respondent should only be counted once per reporting year following their program completion.	0	To be completed by the applicant	Survey (self-reported data) Before this exchange program, had you traveled to the United States? • Yes • No If YES: Why did you travel to the United	Post-Program	Award recipient

Performance Indicator	Definition	Baseline	Target	Data Source and Question	When to Collect	Entity Responsible
	Calculations To determine the percent value, numerator is number of respondents who reply "no" to the first question while denominator will be the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.			States? *Select all that apply.* • Tourism • Visit friends/family • Participation in another U.S. Department of State exchange program (including U.S. embassy-sponsored exchange programs) • Participation in a non-U.S. Department of State exchange • Study • Work • Other: _____ [write-in]		
E1.1.11: Percent of American participants indicating a change in their understanding of their host country's culture and values	Participant - A person who has directly participated in an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors." Host country - The country in which the participant traveled to for their exchange program. **Counting Frequency**	0	To be completed by the applicant	Survey (self-reported data) How much did participation in the exchange program change your understanding or knowledge of the following topics? • Host country political system • Host country economy • Foreign affairs of my host country	Post-Program	Award recipient

Performance Indicator	Definition	Baseline	Target	Data Source and Question	When to Collect	Entity Responsible
	Each respondent should only be counted once in the reporting year following their program completion. **Calculations** Responses to each item should be scored in the following manner: No change – 1 Minimal change – 2 Moderate change – 3 Substantial change – 4 The response scores for each item should be summed and divided by the number of items they responded to in order to give an average question score for each respondent. To determine the percent value, the numerator is the number of respondents whose average question score is 2 or greater while the denominator will be the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.			• Domestic affairs in my host country • Host country values and culture • Daily life in my host country • Religious and ethnic diversity in my host country • Freedom of speech and press in my host country • Voluntary community service in my host country [Scale: No change, Minimal change, Moderate change, Substantial change]		
E1.1.17: Percent of foreign participants with more favorable	Participant - A person who has directly participated in an ECA exchange program. Note	0	To be completed by the applicant	Survey (self-reported data)	Post-Program	Award recipient

Performance Indicator	Definition	Baseline	Target	Data Source and Question	When to Collect	Entity Responsible
opinions of the American people	that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors." **Counting Frequency** Each respondent should only be counted once in the reporting year following their program completion. **Calculations** To determine the percent value, numerator is number of respondents who reply "much more favorable" OR "somewhat more favorable" while the denominator will be the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.			Did your views of the American people change as a result of your exchange program participation? • Yes • No If YES: How did your views of the American people change? Are your views: • Much less favorable • Somewhat less favorable • Somewhat more favorable • Much more favorable		
E1.1.18: Percent of foreign participants indicating an increase in understanding of United States culture and values	Participant - A person who has directly participated in an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors." **Counting Frequency** Each respondent should only be counted once in the reporting year	0	To be completed by the applicant	Survey (self-reported data) How much did participation in the exchange program change your understanding or knowledge of each of the following topics? • United States democracy	Post-Program	Award recipient

Performance Indicator	Definition	Baseline	Target	Data Source and Question	When to Collect	Entity Responsible
	following their program completion. **Calculations** Responses to each item should be scored in the following manner: No change – 1 Minimal change – 2 Moderate change – 3 Substantial change – 4 The response scores for each item should be summed and divided by the number of items they responded to in order to give a total question score for each respondent. To determine the percent value, numerator is number of respondents whose total question score is 2 or greater while the denominator will be the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.			• United States economy • Foreign affairs of the United States • Domestic affairs in the United States • United States values and culture • Daily life in the United States • Religious and ethnic diversity in the United States • Freedom of speech and press in the United States • Voluntary community service in the United States [Scale: No change, Minimal change, Moderate change, Substantial change]		
ECA Objective 2: Increase the impact that participants and alumni have on their communities / countries						
E2.0.01: Percent of foreign participants that volunteer in their host communities	Participant - A person who has directly participated in an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's	0	To be completed by the applicant	Survey (self-reported data) Did you volunteer your time during your exchange? • Yes • No	Post-Program	Award Recipient

Performance Indicator	Definition	Baseline	Target	Data Source and Question	When to Collect	Entity Responsible
	(ECA/EC) "Exchange Visitors." Volunteer - To offer one's time or services to an organization or community effort for free. Host community - A community or institution that sponsors, supports, or provides exchange programs support or services. Host communities and institutions do not necessarily directly participate in a program. Benefits to this group most often occur through interaction with the participants and/or alumni during or after the program. Host community members comprise two groups: 1) host families who welcomed exchange visitors into their homes; and 2) host institutions or businesses who provided professional or academic experiences to exchange visitors. **Count Frequency** Each respondent should only be counted once in the reporting year following their program completion.			• My program did not offer the opportunity to volunteer		

Performance Indicator	Definition	Baseline	Target	Data Source and Question	When to Collect	Entity Responsible
	Calculations To calculate the percentage, the numerator will be the number of respondents who answered "yes" while the denominator will be the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.					
E2.0.04: Number of hours that foreign participants spend volunteering in their host communities	Participant - A person who has directly participated in an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors." Volunteer - To offer one's time or services to an organization or community effort for free. Host community - A community or institution that sponsors, supports, or provides exchange programs support or services. Host communities and institutions do not necessarily directly participate in a program. Benefits to this group most often occur through interaction with the participants and/or alumni	0	To be completed by the applicant	Survey (self-reported data) How many hours did you spend volunteering during your exchange program? *(Please note that volunteer hours **do not** include time spent working as part of your professional placement.)* Fill in the blank: _____ [validate as numeric]	Post-Program	Award Recipient

Performance Indicator	Definition	Baseline	Target	Data Source and Question	When to Collect	Entity Responsible
	during or after the program. Host community members comprise two groups: 1) host families who welcomed exchange visitors into their homes; and 2) host institutions or businesses who provided professional or academic experiences to exchange visitors. **Count Frequency** Each respondent should only be counted once in a reporting year following their program completion. **Calculations** Participants will complete a survey question that will request the number of hours of time spent volunteering during their exchange program. The total number of hours for all participants should be reported.					
ECA Sub-Objective 2.2: Foster participants' belief that civic engagement benefits communities/countries						
E2.2.01: Percent of participants who have more confidence in their ability to have an impact in their home country	Participant - A person who has directly participated in an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors."	0	To be completed by the applicant	Survey (self-reported data) As a result of your program participation, how has your confidence in each	Post-Program	Award recipient

Performance Indicator	Definition	Baseline	Target	Data Source and Question	When to Collect	Entity Responsible
	Home community - The community that the program participant originates from and will return to at the conclusion of the program. Home country - The country in which the program participant resides. **Count Frequency** Each respondent should only be counted once in the reporting year following their program completion. **Calculation** To determine the percent value, numerator is number of respondents that responded "more confident" to the statement about their ability to make a difference in the 'community where I live' while the denominator will be the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.			of the following changed? • I have the ability to make a difference in the **community** where I live • I have the ability to make a difference in the **country** where I live • I have the ability to make a difference in the **global community** [Scale: I am less confident; No change in confidence, I am more confident]		
ECA Objective 3: Strengthen engagement among participants, alumni, beneficiaries, and institutions						
E3.0.02: Percent of foreign participants who	Participant - A person who has directly participated in an ECA	0	To be completed	Survey (self-reported data)	Post-Program	Award recipient

Performance Indicator	Definition	Baseline	Target	Data Source and Question	When to Collect	Entity Responsible
report increasing their network of Americans	exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors." Network - An interconnected or interrelated group or system. In the context of MODE, this refers to an interconnected or interrelated group intentionally convened, sustained, or otherwise facilitated through ECA programming. **Count Frequency** Each respondent should only be counted once in the reporting year following their program completion. **Calculations** To determine the percent value, numerator is number of respondents who reply "yes" to the first question item while the denominator will be the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.		by the applicant	Are you still in contact with any Americans you met during your program exchange? • Yes • No If YES: Are the contacts you maintain with Americans personal, professional, or both? • Personal • Professional • Both personal and professional		

ECA Objective 4: Strengthen personal, professional, and technical abilities and aptitudes of participants and beneficiaries

Performance Indicator	Definition	Baseline	Target	Data Source and Question	When to Collect	Entity Responsible
E4.0.01: Percent of participants reporting increases in their job skills as a result of their program participation	<u>Participant</u> - A person who has directly participated in an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors." **Count Frequency** Each respondent should only be counted once in the reporting year following their program completion. **Calculations** To determine the percent value, numerator is number of respondents who reply "yes" while the denominator will be the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.	0	To be completed by the applicant	Survey (self-reported) *NOTE: Question 1 is also included in Indicator 4.0.01 and 4.0.05. If at least two of those questions are to be included in a survey, question 1 can be asked once, with two multiple follow-up questions based on an affirmative response.* Did you increase your personal and/or professional skills as a result of your participation in this program? • Yes • No	Post-Program	Award recipient
E4.0.03: Percent of participants reporting an increase in soft skills as a result of exchange program participation	<u>Soft skills</u> - Qualities and behaviors an individual demonstrates to interact with others effectively. Examples include communication, listening, self-awareness, awareness of others, self-initiative, cognitive competence skills, self-confidence, resourcefulness/resilience, and decision-making and problem-solving skills.	0	To be completed by the applicant	Survey (self-reported) *NOTE: Question 1 is also included in Indicator 4.0.01 and 4.0.05. If at least two of those questions are to be included in a survey, question 1 can be asked once, with two multiple*	Post-Program	Award recipient

Performance Indicator	Definition	Baseline	Target	Data Source and Question	When to Collect	Entity Responsible
	Participant - A person who has directly participated in an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors." **Count Frequency** Each participant should only be counted once in the reporting year following their program completion. **Calculations** To determine the percent value, numerator is number of respondents who select at least one answer option except for "none of the above skills" in the second question while the denominator will be the total number of survey respondents. Divide the numerator by the denominator and then multiply by 100 for the percent value.			*follow-up questions based on an affirmative response.* Did you increase your personal and/or professional skills as a result of your participation in this program? • Yes • No If YES: Please select the personal skills you increased. S*elect all that apply.* • Leadership skills • Communication skills • Listening skills • Self-awareness • Self-initiative • Self-confidence • Resourcefulness • Decision-making skills • Problem-solving skills • Other: _____ [write-in] • None of the above skills		
E4.0.05: Percent of participants who report an increase in technical skills as	Technical skills - Knowledge and ability to perform specific tasks. Examples of technical skills include project	0	To be completed by the applicant	Survey (self-reported data) *NOTE: Question 1 is also included in*	Post-Program	Award recipient

Performance Indicator	Definition	Baseline	Target	Data Source and Question	When to Collect	Entity Responsible
a result of exchange program participation	management, project management, entrepreneurship, journalism, teaching instruction, science, technology, engineering and mathematics (STEM) competence. Participant - a person or group of persons that has directly participated in, and benefits from, an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors." **Count Frequency** Each respondent should only be counted once in the reporting year following their program completion. **Calculations** To determine the percent value, numerator is number of respondents who select at least one answer option EXCEPT for "none of the above skills" in the second question while the denominator will be the total number of survey respondents. Divide the numerator by the denominator and then			*Indicator 4.0.01 and 4.0.03. If at least two of these questions are to be included in a survey, question 1can be asked once, with two multiple follow-up questions based on an affirmative response.* Did you increase your personal and/or professional skills as a result of your participation in this program? • Yes • No If YES: Please select the professional skills you increased. *Select all that apply.* • Project management skills • Business management skills • Entrepreneurship skills • Journalism skills • Teaching skills • Science competence		

Performance Indicator	Definition	Baseline	Target	Data Source and Question	When to Collect	Entity Responsible
	multiply by 100 for the percent value.			• Technology competence • Engineering competence • Mathematics competence • Other: _____ [write-in] • None of the above skills		
ECA Sub-Objective 4.1: Participants engage in language, academic, professional, and cultural exchange programs						
E4.1.01: Total number of participants	<u>Participant</u> - A person who has directly participated in an ECA exchange program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors." **Counting Frequency** Each participant should only be counted once per semi-annual reporting cycle following their program completion.	0	To be completed by the applicant	Administrative data from award recipients	Annually	Award recipient
E4.1.02: Total number of program cohorts	<u>Program cohort</u> - A group of participants hosted separately under a program umbrella and following a set course of activities and/or study. For instance: • IVLP is a program – each individual IVLP project conducted in a year would be considered a sperate cohort.	0	To be completed by the applicant	Administrative data from award recipients	Annually	Award recipient

Performance Indicator	Definition	Baseline	Target	Data Source and Question	When to Collect	Entity Responsible
	• PFP is a program – the two groups of participants PFP brings to the US each year are each considered separate cohorts. **Counting Frequency** Each cohort should only be counted once per semi-annual reporting cycle following its completion.					
ECA Objective 8: Enhance the quality and effectiveness of ECA programs by leveraging the Bureau's resources, policy, and stakeholder relationships						
E8.0.03: Response rate for participant surveys	Participant - A person who has directly participated in an ECA program. Note that participants also include ECA's Office of Private Sector Exchange's (ECA/EC) "Exchange Visitors." **Counting Frequency** Response rates will be calculated and reported semi-annually on surveys that closed (i.e. ceased allowing respondents to respond) in that six-month period, even if the survey opened in the previous six-month period. This may be a single survey or an aggregation, if more than one survey closed in that six-month period. Each survey invitation should be counted once, and each	N/A	N/A	Survey Records	Semi-Annually	Award Recipient

Performance Indicator	Definition	Baseline	Target	Data Source and Question	When to Collect	Entity Responsible
	response (if received) should be counted once. **Calculations** The response rate will be calculated by dividing the number of survey responses received by the number of survey invitations issued (sent by email or directly invited in some other way). Note that "survey responses" will include cases in which any portion of a survey was returned (at least one piece of response data provided). It will not include cases where respondents opened the survey and opted out by selecting the option not to continue on the opening consent screen.					
Applicant Objective 1: To be completed by the applicant						
Indicator	To be completed by the applicant	To be completed by the applicant	To be completed by the applicant	To be completed by the applicant	To be completed by the applicant	To be completed by the applicant
Applicant Objective 2: To be completed by the applicant						
Indicator	To be completed by the applicant	To be completed by the applicant	To be completed by the applicant	To be completed by the applicant	To be completed by the applicant	To be completed by the applicant

Program Goal: Through a variety of activities and engagements, the Ngawang Choephel Fellows Program seeks to build a network of like-minded leaders by enhancing the leadership and professional skills of emerging leaders, and providing opportunities for these leaders to collaborate and share ideas, approaches, and strategies on efforts to initiate, sustain and support sustainable and inclusive home organizations and communities.

D.11. Virtual Exchange Component: When changing political, health, environmental, or other similar circumstances require a suspension or halt of in-person activities and where ECA determines that a virtual alternative is appropriate and viable, award recipients should demonstrate the ability and capacity to transition from in-person to virtual exchanges. Proposals should demonstrate the organization's capacity to provide innovative options for virtual activities to substitute for in-person engagement for program participants. Organizations should consider how they will implement virtual exchange activities, given the potential limits to internet access from participants in some locations and while continuing to advance foreign policy objectives and achieve lasting benefits for U.S. citizens and international participants.

In addition to planning for virtual exchange activities if in-person programming is prohibited, ECA welcomes innovative ideas on how organizations can leverage virtual programming technologies during or in addition to in-person programming. ECA encourages organizations submitting proposals in response to this solicitation to suggest one or more virtual exchange components to complement the in-person exchange. The virtual exchange component(s) could come before, during and/or after the physical exchange. The objective for the virtual exchange component(s) is to augment the impact of the in-person exchange described in this solicitation. ECA encourages organizations to propose virtual exchange ideas that take advantage of ECA's existing web and social networking platforms. Virtual exchange components would be coordinated with and approved by the ECA program office and U.S. missions abroad on a project-by-project basis.

D.12. Budget Format: Applicants must submit SF-424A – "Budget Information – Non-Construction Programs" along with a comprehensive budget for the entire program. There must be a summary budget, a detailed budget, and a budget narrative. Applicants may provide separate sub-budgets for each program component, phase, location, or activity to provide clarification.

D.12.a. Allowable costs for the program include the following:

1. **International and Domestic Air Fares; Visas; Transit Costs; Ground Transportation Costs.** The grant recipients will arrange all aspects of international travel for both U.S. and foreign participants. All travel arrangements must comply with federal regulations regarding the use of U.S. government funds including the [Fly America Act](). These regulations apply to both U.S. and foreign travelers. There is no charge for J-1 visas for participants in Bureau-sponsored programs. Costs for visas for U.S. participants should be included in the budget.

2. **In-country Travel Costs for Visa Processing Purposes.** Visas for non-U.S. Fellows are provided by DOS and should not be included in the budget. Given the requirements associated with obtaining J-1 visas for ECA-supported participants, applicants should include costs for any travel associated with procuring visas, including travel for interviews, delivering or picking up passports, etc.

3. **Travel Allowance.** A return travel allowance of $70 for participants may be included in the budget. The allowance may be used for incidental expenses incurred during international travel.

4. **Insurance.** Participants will be covered under the terms of a U.S. Department of State-sponsored health insurance policy—Accident and Sickness Program for Exchanges (ASPE). The premium is paid by the U.S. Department of State directly to the insurance company. Applicants are permitted to include costs for travel insurance for participants in the budget.

5. Interpreters. If interpreters are necessary for participants while in the U.S. or overseas, grant recipients are strongly encouraged to hire their own locally-based interpreters. When an applicant proposes to use interpreters, federal per diem rates (both "lodging" and "M&IE") and transportation costs per interpreter should be included in the budget. Bureau funds cannot support interpreters who accompany delegations from their home country or travel internationally. Grant applicants should prioritize the use of Tibetan language, when possible.

6. **Per Diem.** For U.S.-based programming, organizations should refer to the published Federal per diem rates for individual U.S. cities. Domestic per diem rates may be accessed at: http://www.gsa.gov/portal/content/104877. ECA requests applicants to budget realistic costs that reflect the local economy and do not exceed federal per diem rates. Foreign per diem rates can be accessed at: https://aoprals.state.gov/web920/per_diem.asp

7. **Book and Cultural Allowance.** Participants are entitled to a one-time cultural allowance of $200 per person, plus a book allowance of $150. U.S. program staff members, sub-recipients, contractors, and consultants are not eligible to receive these benefits.

8. **Consultants.** Consultants may be used to provide specialized expertise or to make presentations. Consultant honoraria rates should not exceed $250 per day per session. Organizations are encouraged to cost-share rates that would exceed that figure. Subaward recipient organizations may also be employed, in which case the written agreement between the prospective award recipient and subaward recipient should be included in the proposal. Such subawards should detail the division of responsibilities and proposed costs, and subcontracts should be itemized in the budget. Contractors/contracting organizations may also be employed in which case the written agreement between the award recipient and the contractors/contracting organizations should be included in the proposal. All written agreements should include provisions which would allow the program to pivot to alternative and/or virtual programming in the event exchange travel to/ from the United States is not possible.

9. **Room Rental.** Room rental may not exceed $250 per day per conference room or what is reasonable within a given geographic region.

10. **Materials Development.** Your proposal may contain costs to purchase, develop, and translate materials for participants. Grant applicants should prioritize the use of Tibetan language, when possible.

11. **Supplies.** Proposals may contain costs to purchase equipment for programming such as computers, fax machines. Costs for furniture are not allowed. Supply costs for the purchase of equipment must be kept to a minimum.

12. **Working Meal.** No more than two working meals may be provided for each program component. At least one working meal should be budgeted for the D.C. final workshop. The cost per person should not exceed $45 for the working meal. No charges may be made against U.S. Government funds for alcoholic beverages. The number of invited guests should not exceed the number of funded program participants by more than a factor of two (i.e., no more than 20 invited guests for a working meal involving 10 funded program participants).

13. **Alumni Activities.** The applicant organization should anticipate and include costs related to alumni activities. Proposed funding for alumni activities must be clearly tied to in-country programming and explained in narrative form. If possible, proposals should demonstrate how the grant recipients will creatively utilize technology to enhance and amplify alumni programming.

14. **Re-Entry Seminars.** Costs related to providing non-U.S. Fellows a re-entry seminar may include per diem, hotel accommodations, material development, and other related expenses.

15. **Web Technology.** As appropriate, the applicant organizations may budget for technology to support the broader program goals.

16. **Technology Assistance Stipends.** Costs associated with supporting Fellows' access to virtual programming, in instance where there is a documented and justifiable need. The stipends should not exceed $200 per Fellow.

17. **Wire Transfer Fees.** When necessary, applicants may include costs to transfer funds to partner organizations overseas. Grant recipients are urged to research applicable taxes that may be imposed on these transfers by host governments.

18. **Reasonable Accommodations.** Applicants should include costs for the reasonable accommodations of participating individuals with disabilities. Proposals may allocate up to 5-7% of the total requested ECA grant funds for this purpose.

19. **Overhead Costs.** Costs necessary for the effective administration of the project may include salaries for employees, benefits, and other direct and indirect costs per detailed instructions in the PSI. Proposals are benefitted by cost sharing contributions from the applicant, the in-country partner and other sources. Award recipient staff travel should NOT be included in the exchange participant numbers.

20. Monitoring, Evaluation and Data Management. Costs associated with conducting performance monitoring or evaluation, including MODE, and storing and presenting key program data.

D.13. Key Personnel: ECA recommends that the applicant identify intended key personnel positions via an asterisk (*) or other marking in the proposal budget, budget narrative, or a separate appendix. If not provided in the application, recipients must submit the names, titles, and brief biographical sketches of key personnel to the Grants Officer and GOR within 30 days of an award being issued. Additional information regarding key personnel requirements can be found in the State Department's Standard Terms and Conditions, VI. Recipient Responsibility and Compliance with Federal Requirements (link to: https://www.state.gov/about-us-office-of-the-procurement-executive/).

D.14. Application Deadline and Method of Submission:
Application Deadline Date: Friday, May 27, 2022
Method of Submission: Applications may only be submitted electronically through Grants.gov (https://www.grants.gov). Complete solicitation packages are available at Grants.gov in the "Search Grants" portion of the system.

D.15. Grants.gov Registration, Application Submission, and Receipt Procedures
Eligible organizations should follow the instructions available in the 'Get Started' portion of the site (http://www.grants.gov/web/grants/applicants/apply-for-grants.html).

D.15.a. How to Register to Apply through Grants.gov
Applicants should read instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

The registration process can take up to four weeks to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required application submission deadlines. Applicants should check with appropriate staff within their organizations immediately after reviewing this NOFO to confirm or determine their registration status with Grants.gov. Organization applicants can find complete instructions here:
https://www.grants.gov/web/grants/applicants/organization-registration.html

D.15.b. How to Submit an Application to ECA via Grants.gov
For access to complete instruction on how to apply for Notice of Funding Opportunities on Grants.gov, refer to: https://www.grants.gov/web/grants/applicants/apply-for-grants.html

D.15.c. Grants.gov Support and Submission Issues
Direct all questions regarding Grants.gov registration and submission issues to:

Grants.gov Customer Support
Contact Center Phone:800 -518-4726
Business Hours: 24 hours a day, 7 days a week; closed on federal holidays
Email: support@grants.gov

D.15.d. Timely Receipt Requirements and Proof of Timely Submission
Applicants have until 11:59 p.m., Washington, DC time of the closing date to ensure that their entire application has been uploaded to the Grants.gov site. <u>There are no exceptions to the above deadline. Applications uploaded to the site after the application deadline date and time will be automatically rejected by the Grants.gov system, and will be technically ineligible.</u>

<u>Therefore, we strongly recommend that you not wait until the application deadline to begin the submission process through Grants.gov.</u>

Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant Authorized Organization Representative (AOR) will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. Applicant AORs will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When ECA successfully retrieves the application from Grants.gov, Grants.gov will provide an electronic acknowledgement of receipt of the application to the email address of the applicant with the AOR role. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Please also be mindful of any Grants.gov generated error messages that may appear during the application process as they may result in some documents not transmitting correctly.

Applicants using slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

The Grants.gov website includes extensive information on all phases/aspects of the Grants.gov process, including an extensive section on frequently asked questions, located under the "Applicant FAQs" section of the website. ECA strongly recommends that all potential applicants review thoroughly the Grants.gov website, well in advance of submitting a proposal through the Grants.gov system. ECA will not notify you upon receipt of electronic applications.

PLEASE NOTE: ECA bears no responsibility for applicant timeliness of submission or data errors resulting from transmission or conversion processes for proposals submitted via Grants.gov. Prior to submitting applications through Grants.gov, please ensure you meet all Grants.gov system and software requirements, including Adobe software compatibility. You can verify if your version of Adobe software is compatible with Grants.gov, by visiting https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html.

It is the responsibility of all applicants submitting proposals via the Grants.gov web portal to ensure that proposals have been received by Grants.gov in their entirety, and ECA bears no responsibility for data errors resulting from transmission or conversion processes.

D.16. Intergovernmental Review of Applications: Executive Order 12372 does not apply to this program.

E.   APPLICATION REVIEW INFORMATION

ECA will review all proposals for technical eligibility. Proposals will be deemed ineligible if they do not fully adhere to the guidelines stated herein and in the Solicitation Package. All eligible proposals will be reviewed by the program office, as well as the Public Diplomacy section overseas and State Department regional bureaus, where appropriate. Eligible proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to ECA grant panels for advisory review. Proposals may also be reviewed by the Office of the Legal Adviser or by other Department elements. All awards will be assessed for risk prior to their issuance. Final funding decisions are at the discretion of the U.S. Department of State's Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards resides with the ECA's Grants Officer.

Review Criteria

Technically eligible applications will be competitively reviewed according to the criteria stated below. These criteria are not rank ordered and all carry equal weight in the proposal evaluation:

1. **Quality of the program idea:** Proposals should exhibit originality, substance, precision, and relevance to ECA's mission.

2. **Program planning and ability to achieve program objectives:** A detailed agenda and relevant work plan should demonstrate substantive undertakings and logistical capacity. The agenda and plan should adhere to the program overview and guidelines described above. The objectives should be reasonable, feasible, and flexible. Proposals should clearly demonstrate how the institution will meet the program's objectives and plan.

3. **Institutional Capacity:** Proposed personnel and institutional resources should be adequate and appropriate to achieve the program or project's goals.

4. **Support of Diversity, Equity, and Inclusion (DEI):** Proposals should show substantive support of ECA's policy on Diversity. Proposals should demonstrate how DEI will be achieved in the different aspects of program administration and of program design, content and implementation, including individual participant recruitment, selection and placement. It is important that proposals have a clearly articulated DEI plan and not simply express general support for the concept of DEI. Proposals should demonstrate how DEI will enhance the program's goals and objectives and the participants' exchange

experience. Proposals should demonstrate how the program will further engage diverse and underserved communities.

5. **Project Evaluation**: Proposals should include a fully developed Performance Monitoring and Evaluation (M&E) narrative and a PMP that includes the goals, objectives, and indicators outlined in the M&E section, as well as any applicant-designed, program-specific objectives and indicators that sufficiently measure the relevant program outputs and outcomes during the period of performance. Proposals will be evaluated for feasibility and alignment with the M&E section, including: 1) M&E resources, monitoring mechanisms, and data analysis and reporting procedures being sufficiently detailed and realistic; 2) a realistic learning plan that provides a strategy to review, understand, and incorporate M&E data into programmatic decisions and practices in conjunction with the Grant Officer/GOR; and 3) a PMP that is complete, clear, and well-organized. All submitted PMPs and M&E narrative sections will be reviewed to ensure the applicant has provided information on the minimum data required as per the solicitation.

6. **Cost-effectiveness and cost-sharing:** The overhead components of the proposal, including salaries and honoraria, should be kept as low as possible. All costs should be necessary and appropriate. Proposals should maximize cost-sharing through other private sector support as well as institutional direct funding contributions.

F.   Federal Award Administration Information

F.1. Award Notices: Final awards cannot be made until funds have been appropriated by Congress, allocated and committed through internal ECA procedures. Successful applicants will receive a Federal Assistance Award (FAA) from the ECA's Grants Division. The FAA and the original proposal with subsequent modifications (if applicable) shall be the only binding authorizing document between the recipient and the U.S. Government. The FAA will be signed by an authorized Grants Officer, and transmitted to the recipient's responsible officer as identified in the application.

Unsuccessful applicants will receive notification of the results of the application review from the ECA program office coordinating this competition following the completion of the review process.

F.2 Administrative and National Policy Requirements: Terms and Conditions for the Administration of ECA agreements include the following: Office of Management and Budget's Guidance 2 CFR Parts 200 and 600, entitled the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Effective December 26, 2014, replacing the previous circulars).

For a copy of the OMB Guidance cited, please contact the U.S. Government Publishing Office or download from the www.ecfr.gov website.

Please reference the following websites for additional information:

https://www.whitehouse.gov/omb
https://www.state.gov/m/a/ope/index.htm

F.4. Reporting Requirements: You must provide ECA with an electronic copy of the following required reports:

1.) Performance Progress Reports (PPRs) shall be required at a minimum annually and no more frequently than quarterly. Annual reports shall be due 120 calendar days after the grant year; quarterly or semi-annual reports shall be due 30 days after the reporting period. (Frequency of these reports will be determined by the Grants Officer and Program Officer.) The complete report and supporting documentation must be uploaded by the Recipient as a *Post Award Activity* under the corresponding record for this Cooperative Agreement/Grant in the U.S. Department of State's SAMS Domestic.

2.) The Federal Financial Report (FFR SF-425/SF-425a) must be submitted through the U.S. Department of Health and Human Services' Payment Management System (PMS). The electronic version of the FFR can be accessed at: http://www.dpm.psc.gov/. Once a financial report has been approved by the Department, the Recipient must upload the approved report to SAMS Domestic, in the same manner specified for the programmatic reports. Failure to comply with these reporting requirements may jeopardize the Recipient's eligibility for future Cooperative Agreements/Grants.

In the event you are having difficulty uploading reports and the ILMS help desk is not providing sufficient assistance, please email ECA_SAMSDomestic@state.gov.

3.) A final program and financial report no more than 120 days after the expiration or termination of the award;

Award recipients will be required to provide reports analyzing their performance monitoring findings to ECA in their regular program reports. (Please refer to D.10. Program Performance Monitoring and Evaluation information.)

All data collected, including survey responses and contact information, must be maintained for a minimum of three years and provided to ECA upon request.

F.5. Program Data Requirements: Award recipients will be required to maintain specific data on program participants and activities in an electronically accessible database format that can be shared with ECA as required. At a minimum, the data must include the following:

1) Name, address, contact information and biographic sketch of all persons who travel internationally on funds provided by the agreement or who benefit from the award funding but do not travel.

2) Itineraries of international and domestic travel, providing dates of travel and cities in which any exchange experiences take place. Final schedules for in-country and U.S. activities must be received by the ECA Program Officer at least two weeks prior to the official opening of the activity.

G. Agency Contacts

For questions about this announcement, contact: Chris Remsen, U.S. Department of State, Office of Citizen Exchanges, ECA/PE/C/GL, SA-5, 3rd Floor, 2200 C Street, NW, Washington, DC 20037, 202-632-9432, RemsenCM@state.gov.

All correspondence with ECA concerning this NOFO should reference the title and funding opportunity number listed at the top of this solicitation.

Please read the complete announcement before sending inquiries or submitting proposals. Once the NOFO deadline has passed, ECA staff may not discuss this competition with applicants until the proposal review process has been completed.

H. Other Information:

Notice:
The terms and conditions published in this NOFO are binding and may not be modified by any ECA representative. Explanatory information provided by ECA that contradicts published language will not be binding. Issuance of the NOFO does not constitute an award commitment on the part of the Government. ECA reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds. Awards will be subject to periodic programmatic and financial reporting and performance monitoring requirements as outlined in the NOFO.

Lee Satterfield   March 25, 2022
Assistant Secretary for Educational and Cultural Affairs
U.S. Department of State